

Rural Municipality of Leask No. 464

Employment Opportunity – Assistant Administrator

The R.M. of Leask No. 464 invites applications for an Assistant Administrator. The position reports to the Chief Administrative Officer (CAO) and provide support to the Superintendent of Public Works, Administrative Assistant and Council. This is a full-time position in the municipal office located in Leask, Sask. The municipality offers a comprehensive benefits package including health and dental benefits, vision and an employer matched pension plan.

Duties include but are not limited to:

- Daily activities including customer service, correspondence, filing, data entry, scanning and receipting
- Managing accounts payable, receivable, bank reconciliation and bank deposits
- Manage payroll and government remittance
- Assist with reconciling inventory, managing municipal capital assets, annual assessment roll and bylaw & policy development
- Assist with development & building permits

Experience and qualifications preferred:

- Rural Class “C” Certificate, be in the process of completing or, willing to complete the LGA Courses to obtain a Rural Class “C” Certificate
- Friendly and courteous demeanor with excellent communication, interpersonal and organizational skills
- Keen attention to detail and ability to multitask and prioritize work
- Proficient with computers including Microsoft programs
- Experience with MuniSoft software
- Experience in municipal operations, budgeting, financial operations, assessment, taxation and general office management would be considered an asset

Municipal experience is an asset; however, applicants with strong administrative, bookkeeping, accounting or related experience are encouraged to apply.

Interested applicants are invited to submit a cover letter along with their detailed resume, two work related references, anticipated availability date and wage expectations to:

R.M. of Leask No. 464
Assistant Administrator Position
PO Box 190, Leask, SK S0J 1M0
or
Email: rmleask.464@sasktel.net

Applications will be accepted until October 23, 2026. The RM wishes to thank all applicants for their interest, but only those selected for an interview will be contacted. For further information contact the RM office at 306-466-2000.